



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL
Retreat Planning Ad-hoc Committee
MINUTES**

July 21, 2010

9:00 a.m. – 10:00 a.m.

Developmental Disabilities Planning Council
3839 North 3rd Street, Suite 306
Phoenix, Arizona 85012

An ad-hoc committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on July 21, 2010 at the DDPC, 3839 North 3rd Street, Suite 306, Phoenix, Arizona 850012. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Monica Cooper, Chair, teleconference
Rosemarie Strout, teleconference
Rhonda Webb, teleconference

Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director
Roberta Blyth, Fiscal Manager, teleconference
Marcella Crane, Contracts Manager
Ashley Starr, Executive Assistant

A. Call to Order:

Monica Cooper welcomed everyone to the Developmental Disabilities Planning Council (DDPC or Council) Retreat Planning Ad-Hoc Committee meeting. The meeting was called to order at 9:10 a.m.

B. Retreat Planning Update

Ashley Starr gave an update on the Selection of Vendors and Selection of Retreat Dates.

Vendors: The Council is in the process of reviewing two vendors on state contract that have experience with conference planning. Both vendors that were discussed have different fees, but both are able to coordinate the following tasks:

- Research and receive quotes from various hotels in the Phoenix metropolitan area, and surrounding areas;
- Reserve a block of rooms for all participants;
- Ensure conference/meeting rooms are appropriately set up with all needed IT equipment;
- Ensure that all aspects of the hotel is ADA compliant & accessible for Council members;
- The total cost of the vendor will include the costs of food and beverage.

Vendor A was recommended by the Governor's Office and the rate is approximately \$60.00 per/hour. Vendor B was recommended by DES and the rate is approximately \$43.00 per/hour.

- Motion was made by Rosemarie Strout to select the vendor based on experience, and cost.
- Motion seconded by Monica Cooper.
- Motion carried.

Retreat Dates: Council members were asked which Retreat dates were preferred, October 15 /16 or November 5 /6. The majority of Council members chose November 5/6. This will encompass a half day on Friday, November 5 beginning after 1:00 pm and a full day of activities on the Saturday, November 6. It is expected the Council's Retreat will wrap-up by 4:00 p.m. on Saturday.

- Motion was made by Rosemarie Strout to hold the Council's Retreat on Friday, November 5 and Saturday, November 6, 2010.
- Motion was seconded by Monica Cooper.
- Motion carried.

Larry Clausen provided an update on the content and structure of the Retreat agenda. A Retreat Agenda will be finalized and distributed for feedback and approval. At this time, four speakers have agreed to participate at the Retreat that will add significant value for the Council members.

- Liz Hill, Assistant Ombudsman for the State of Arizona Ombudsman – Citizens' Aide office will provide a 90 minute refresher course on Open Meeting Law.
- Dr. Stephen Gaarder, Researcher with the Sonoran UCEDD, will provide an update on the Council's Comprehensive Review & Analysis.
- Allan Bergman, Consultant for State Councils', will cover topics such as development of Council mission statements, roles & responsibilities of Councils and high performance Council governance/best practice Council & Committee meetings. Mr. Bergman's interaction with Council will allow for both group and individual exercises and discussion among all participants.
- Sheryl Matney, with ITACC, will discuss the basic elements of a Council's State Plan.

C. Future Topics / Next Meeting Date

Council staff will have further information from both Vendors, location sites for the Retreat, and a draft Retreat agenda to discuss.

The Retreat Ad-Hoc Committee will meet on August 2, 10:00 a.m. via teleconference. The DDPC office will be open to the public participants.

D. Adjournment

- Motion to adjourn made by Rhonda Webb
- Motion seconded by Rosemarie Strout
- Motion carried, meeting adjourned 9:40 a.m.